



**THOMAS L. GARTHWAITE, M.D.**  
Director and Chief Medical Officer

**FRED LEAF**  
Chief Operating Officer

COUNTY OF LOS ANGELES  
DEPARTMENT OF HEALTH SERVICES  
313 N. Figueroa, Los Angeles, CA 90012  
(213) 240-8101

**BOARD OF SUPERVISORS**

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First District

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Fifth District

July 7, 2005

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF AMENDMENT NO. 1 TO AGREEMENT NO. H-700813  
WITH HAMILTON KLOW ASSOCIATES**  
(1<sup>st</sup> District) (3 Votes)

IT IS RECOMMENDED THAT YOUR BOARD:

Approve and authorize the Director of Health Services, or his designee, to sign Amendment No. 1 to Agreement No. H-700813, substantially similar to Exhibit I, with Hamilton Klow Associates for master planning services for the LAC+USC Medical Center, increasing the maximum contract obligation from \$200,000 to \$700,000, net County cost, effective August 1, 2005, and extending the termination date to October 31, 2007.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

In approving the recommended action, the Board is authorizing the Director of Health Services, or his designee, to amend the Medical Planning and Technical Support Services Agreement with Hamilton Klow Associates (HKA) to produce a Master Plan for the LAC+USC Medical Center (Medical Center).

In 1973, a Master Plan which identified and set future direction for the use of the buildings and the building occupants at the Medical Center was developed and subsequently revised in 1975 and 1990. Since the 1990 revision, there have been changes to the Medical Center campus as well as the health care environment in general. The 1994 Northridge Earthquake impacted the Medical Center causing the demolition of two of the four hospitals as well as other support buildings which resulted in the consolidation of services and a reexamination of the use of the campus. With the Replacement Facility 60 percent complete, there is a need to determine how departments and services will be relocated and what existing buildings will be vacated or reused. HKA has completed the first phase of the Master Plan, and a complete Master Plan is needed.

FISCAL IMPACT/FINANCING

This Amendment increases the Agreement's maximum obligation by \$500,000 for a revised total maximum obligation of \$700,000 through October 31, 2007. Funding is included in the LAC+USC Move Transition Replacement Project and is identified in the Fiscal Year 2005-06 Board Adopted Budget. Funding will be requested in future fiscal years as needed.

#### FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

On November 30, 2004, the Board approved an Agreement with HKA through October 31, 2006 with a maximum obligation of \$200,000 to provide medical planning and technical support services that are critical to DHS' restructuring plans. Approval of Amendment No. 1 will provide for completion of a Medical Center Master Plan and extend the Agreement through October 31, 2007.

The LAC+USC Master Plan will include the following components: a Facility Space Use Plan, a Facilities and Site Assessment, and Land Use Plan. Attachment A provides additional detail. HKA has already completed the first phase of the Master Plan which consisted of a general site-zoning concept of the Medical Center campus and a comprehensive listing of all existing buildings by size, function and condition. The next step is to complete a Facility Use Plan. A complete Master Plan is a critical step that needs to be completed as the Replacement Facility nears completion.

In a Request for Proposals (RFP) process, the Department of Health Services (DHS) contracted with Facilities Development Incorporated to develop the move transition plan for the move-in and occupancy of the Replacement Facility. The identification of the appropriate sequencing of the move of the departments and services as well as their respective move-in plans are scheduled to occur in the early planning phases of the move transition schedule. It is critical that the move transition activities are in concert with the overall plan for the operations of the Medical Center as well as the whole campus. Without beginning the Facility Space Use Plan now and determining where each department and service will be located, a move-in delay to the Replacement Facility could occur.

There is a Memorandum of Agreement (MOA) with the Federal Emergency Management Agency (FEMA), the California State Historic Preservation Officer (SHPO), and the County of Los Angeles regarding the 1994 Northridge Earthquake Replacement, Mothballing and Reuse of LAC+USC Medical Center General Hospital. The MOA stipulates that the County must prepare and submit documentation, selection of a reuse plan and/or mothballing, and time schedule to SHPO for review and comment. It is intended that part of the Master Plan services will include reviewing potential reuse plans as well as mothballing requirements with County staff and assisting in the preparation and submission of the required information and documents to SHPO.

The Amendment includes the latest Board-mandated language, and may be terminated for convenience by the County upon 30 days advance written notice to HKA.

County Counsel has approved the attached Exhibit I as to form.

#### Implementation of Strategic Plan Goals

This action meets the County's Strategic Plan Goal of Service Excellence by promoting best practices for patient care and the Goal of Fiscal Responsibility by investing in the public infrastructure.

#### Consistency with DHS System Redesign

This action meets DHS' strategic goals to improve the value (quality and efficiency) of health care provided by DHS and to enhance and protect the health of the resident of Los Angeles County.

#### CONTRACTING PROCESS:

The Department of Health Services contracted with HKA in November 2004 as a result of an RFP. Under the Agreement, HKA completed the initial segment of the Master Plan for the Replacement Facility.

The Honorable Board of Supervisors  
July 7, 2005  
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IMPACT ON CURRENT SERVICES (OR PROJECTS):

The approval of the Amendment will allow the Department and LAC+USC Medical Center to plan for an effective move into the Replacement Facility and identify efficient use of the buildings on the campus.

When approved, this Department requires three signed copies of the Board's action.

Respectfully submitted,



Thomas L. Garthwaite, M.D.  
Director and Chief Medical Officer

TLG:ds

Attachments (2)

c: Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisor

HKA AMENDMENT.DS.doc

## SUMMARY OF AGREEMENT

1. TYPE OF SERVICE:

Hamilton Klow Associates will produce a Master Plan that will include the following:

- Develop a Facility Space Use Plan that will include developing an occupancy plan for all remaining occupied buildings on campus.
- Develop a Strategic Facilities Plan that will include establishing an overall direction for the facilities and site development.
- Conduct a Facilities and Site Assessment that will outline constraints or limitation of the site and existing buildings, potential costs of re-use and functional efficiency.
- Develop a Vehicle, Pedestrian Circulation and Parking Plan that will describe the circulation in and around the campus including public access, vehicle movement, emergency access, handicap accessibility, and the location and size of proposed surface and garage parking resources.
- Develop a Historic Preservation Plan that will indicate historic resources, their age and significance to the campus.
- Develop a Land Use Plan that will indicate proposed building sites and their anticipated use.
- Develop a Composite Campus Master Plan that will integrate all of the major planning issues and provide design direction for the future development of the campus.

2. AGENCY NAME AND CONTACT PERSON:

Hamilton Klow Associates  
4273 Navajo Street  
Toluca Lake, CA 91602  
Attention: Gene Klow  
Telephone: (818) 985-1388

3. TERM:

Amendment No. 1 to Agreement No. H-700813 is effective August 1, 2005 and extends the termination date to October 31, 2007.

4. FINANCIAL INFORMATION:

This Amendment increases the Agreement's maximum obligation by \$500,000 for a revised total maximum obligation of \$700,000 through October 31, 2007. Funding is included in the LAC+USC Move Transition Replacement Project and is identified in the Fiscal Year 2005-06 Board Adopted Budget. Funding will be requested in future fiscal years as needed.

5. GEOGRAPHIC AREAS SERVED:

1<sup>ST</sup> District

6. ACCOUNTABLE FOR MONITORING AND EVALUATION:

Carolyn Rhee, Project Director for LAC+USC Medical Center Replacement Project

7. APPROVALS:

Chief Operating Officer:	Fred Leaf
Chief, Contracts and Grants Division:	Cara O'Neill
County Counsel:	Christina Salseda

AGREEMENT FOR MEDICAL PLANNING AND  
TECHNICAL SUPPORT SERVICES

AMENDMENT NO. 1

THIS AMENDMENT is made and entered into this \_\_\_\_\_ day  
of \_\_\_\_\_, 2005,

by and between COUNTY OF LOS ANGELES  
(hereafter "County"),

and HAMILTON KLOW ASSOCIATES  
(hereafter "Consultant")

WHEREAS, reference is made to that certain document  
entitled, "AGREEMENT FOR MEDICAL PLANNING AND TECHNICAL SUPPORT  
SERVICES", dated November 30, 2004, and further identified as  
County Agreement No. H-700813 (hereafter referred to as  
"Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend the  
Agreement to provide additional services, increase the maximum  
obligation accordingly, and make the changes described  
hereinafter; and

WHEREAS, Agreement provides that changes may be made in the  
form of a written amendment which is formally approved and  
executed by the parties.

NOW, THEREFORE, the parties agree as follows:

1. This Amendment shall become effective on August 1, 2005.
2. Exhibits E and F, attached hereto and incorporated  
herein by reference, shall be added to the Agreement.
3. Subparagraphs 1.1 and 1.2 of Agreement Paragraph 1.0,

CONSULTANT'S SERVICES, shall be revised to read as follows:

"1.0 CONSULTANT'S SERVICES

1.1 The services to be performed by Consultant shall be on an exclusive, as-needed basis and shall include the responsibilities outlined in Exhibits A and E of this Agreement (which are incorporated by reference herein and made a part of this Agreement), subject to the provisions of Section 4, COUNTY'S RESPONSIBILITY, of this Agreement. No work shall commence on any Project under this Agreement until a written Notice to Proceed is issued by County.

1.2 Consultant shall promptly correct or revise any errors or deficiencies in Consultant's services furnished under this Agreement, including, but not limited to, those services outlined in Exhibits A and E. In no event shall the preparation of such revisions or corrections result in an increase in the compensation to be paid by County under this Agreement."

4. Agreement Paragraph 5.0, TERM, shall be revised to read as follows:

"5.0 TERM: The term of this Agreement shall commence on November 30, 2004, and unless sooner canceled or terminated as provided herein, shall continue in full force and effect to midnight October 31, 2007. By reasons or acts beyond the control of the County, this Agreement may be terminated by County, at any time, without liability for damages whenever County is prevented by operation of laws, Acts of God, or by the official action of local, State, or Federal authorities from complying with the provisions of this Agreement."

5. Subparagraph 7.1 of Agreement Paragraph 7.0, AGREEMENT SUM, shall be revised to read as follows:

"7.0 AGREEMENT SUM

7.1 The maximum dollar amount for all services approved under this Agreement shall not exceed Seven Hundred Thousand Dollars (\$700,000) for work authorized by County on specific projects during the term. This sum represents the total maximum obligation of County as shown in Exhibits B and F, attached hereto and incorporated herein by reference. Since the extent of the services to be performed is to be determined during the course of this Agreement, actual payments to Consultant may be less than the maximum not-

to-exceed amounts specified herein."

6. Subparagraphs 15.9.3 and 15.9.4 of Agreement Paragraph 15.9, CONSULTANT'S RESPONSIBILITY AND DEBARMENT, shall be revised to read as follows:

"15.9.3 County may debar Contractor if Board of Supervisors finds, in its discretion, that Contractor has done any of the following: (1) violated a term of a contract with County or a nonprofit corporation created by County, (2) committed any act or omission which negatively reflects on Contractor's quality, fitness, or capacity to perform a contract with County, any other public entity, or a nonprofit corporation created by County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against County or any other public entity.

15.9.4 If there is evidence that Contractor may be subject to debarment, Director will notify Contractor in writing of the evidence which is the basis for the proposed debarment and will



advise Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.

The Contractor Hearing Board will conduct a hearing where evidence on proposed debarment is presented. Contractor and/or Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether Contractor should be debarred, and if so, the appropriate length of time of the debarment. Contractor and Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right at its sole discretion to

modify, deny, or adopt the proposed decision  
and recommendation of the Hearing Board."

7. Except for the changes set forth hereinabove, Agreement  
shall not be changed in any respect by this Amendment.

IN WITNESS WHEREOF, the Board of Supervisors of the County  
of Los Angeles has caused this Amendment to be subscribed by its

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Director of Health Services, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Thomas L. Garthwaite, M.D.  
Director and Chief Medical Officer

HAMILTON KLOW ASSOCIATES  
Contractor

\_\_\_\_\_  
Signature

By \_\_\_\_\_  
Print Name

Title \_\_\_\_\_  
(AFFIX CORPORATE SEAL)

APPROVED AS TO FORM  
BY THE OFFICE OF THE COUNTY COUNSEL

APPROVED AS TO CONTRACT  
ADMINISTRATION:  
Department of Health Services

By \_\_\_\_\_  
Cara O'Neill, Chief  
Contracts and Grants Division

klowamendment  
7/7/05

## **EXHIBIT E**

### **HAMILTON KLOW ASSOCIATES**

#### **SCOPE OF WORK**

##### **MASTER PLAN**

Consultant will provide a Master Plan that will include the following core services:

1. Develop a Facility Space Use Plan that will include developing an occupancy plan for all remaining occupied buildings on campus. This will include a department level space program for each department and function outside the Replacement Hospital. Assignment of space to each department and function will be documented through block diagrams of each building, floor-by-floor.
2. Develop a Strategic Facilities Plan that will include establishing an overall direction for the facilities and site development; setting priorities to address short-term facilities needs and building a consensus about longer-term development and improvement of the LAC+USC Medical Center Campus, which will include other County departments and the USC Keck School of Medicine.
3. Conduct a Facilities and Site Assessment that will outline constraints or limitation of the site and existing buildings, potential costs of re-use and functional efficiency.
4. Develop a Vehicle, Pedestrian Circulation and Parking Plan that will describe the circulation in and around campus including public access to campus; vehicle movement around campus; vehicle and pedestrian movement within the campus; emergency and service access to campus buildings; handicap accessibility to campus buildings; and location and size of proposed surface and garage parking resources.
5. Develop a Historic Preservation Plan that will indicate historic resources, their age and significance to the campus. It will also recommend priorities for conservation of the campus' significant architectural heritage as well as the potential re-use of General Hospital.
6. Develop a Land Use Plan that will indicate proposed building sites and their anticipated use. This will include recommendations for new building footprints as well as zones for development of business, educational, or research facilities.
7. Develop a Composite Campus Master Plan that will integrate all of the major planning issues and provide design direction for the future development of the campus.

EXHIBIT F

HAMILTON KLOW ASSOCIATES

Billing Rates by Service

SERVICE	FEE
Facility Space Use Plan	\$ 76,221
Strategic Facilities Plan	20,899
Facilities and Site Assessment	81,410
Vehicle, Pedestrian Circulation & Parking Plan	56,429
Historic Preservation Plan	22,229
Land Use Plan	76,252
Composite Campus Master Plan	104,477
Reimbursables	12,840
Total Cost	\$ 500,000